

**TOWN OF ROLESVILLE**  
**POLICIES GOVERNING THE USE OF THE**  
**COMMUNITY CENTER**  
**(LOCATED AT 514 SOUTHTOWN CIRCLE)**

*Last updated on 7/6/10*

**PURPOSE**

The Rolesville Community Center and respective rooms are primarily for the use of the Town Boards, Departments, Commissions and other government agencies to allow them to conduct their educational programs and work with affiliated groups. The purpose of this document is to insure that the above-named persons receive top priority and to provide written policies when used by other groups. This policy is applicable to the community center and immediate grounds surrounding the Town Hall.

**SCHEDULING AND SUPERVISION OF COMMUNITY CENTER**

The responsibility for both scheduling the meeting areas and supervising the use thereof is assigned to the Town Manager or Town Manager's designee. The Town Manager is authorized to refuse or cancel any use of the building which in his opinion is not in the best interest of the public.

**PRIORITY OF COMMUNITY CENTER USE**

1. First priority for the use of these rooms shall be given to the Boards and Commissions appointed by the Town Board of Commissioners. Rental rates do not apply to these groups.
2. Second priority for the use of these rooms shall be given to departments of the Government of the Town of Rolesville and/or their affiliate groups. Rental rates do not apply to these groups.
3. Third priority for the use of these rooms shall be given to departments of Wake County or North Carolina State Government. Rental and deposit rates do not apply to these groups.
4. Fourth, if the above priorities have been met, the Rolesville Chamber of Commerce and other non-profit organizations may use the referenced facilities after permission through channels outlined above provided that the use of the facilities is for educational, business, or professional meetings. Scheduling shall be done only after submission of a request in writing on a form provided by the Town of Rolesville.
5. Fifth, other groups and private individuals may use the facilities after permission through channels outlined above. This provision does not apply to use of facilities for special entertainment such as receptions, parties or similar functions. See Item 7 below. Rental rates and deposit apply to all uses under this section.
6. Use of Public Buildings for Political Meetings; Political Parties, per the definition of political parties under the N.C. General Statutes, are exempt from the rental fee (NCGS 163.99 - use of schools and other public buildings for political meetings). The governing authority having control over schools or other public buildings which have facilities for group meetings, or where polling places are located, is hereby authorized and directed to permit the use of such buildings without charge, except custodial and utility fees, by political parties, as defined in G.S. 163-96, for the express purpose of annual or biennial precinct meetings and county and district conventions. Provided, that the use of such buildings by political parties shall not be permitted at times when school is in session or which would interfere with normal school activities or functions normally carried on in such school buildings, and such use shall be subject to reasonable rules and regulations of the school boards and other governing authorities. (1975,c. 465; 1983, c. 519, ss. 1,2.)
7. Use of Community Center Rooms for Special Entertainment Purposes; The Community Center rooms may be used for special entertainment purposes only if prior approval is received. Approval will be contingent upon acceptance by the Town of a rental agreement satisfactory to the Town; the required rental amount; a security and cleaning deposit satisfactory to the Town; and an appropriate indemnification, defend and hold harmless provision, satisfactory to the Town, as well as, appropriate insurance if deemed applicable in the circumstances. The Town reserves the right to withhold approval of usage of the Community Center rooms for Special Entertainment purposes if it is determined by the Town Manager that it is in the Town's best interest to do so. Further the Town reserves the right to enter into separate lease agreements for long term uses of the Community Center building

NOTE: Be aware that, if it is determined that the Town requires the use of the Community Center during the time you have reserved it, you will be notified of the conflict as soon as possible and, if an alternate

room is available for your use, you will have the option of using it. If no other suitable room is available and you have made a deposit and/or paid rent for the use of the Community Center Rooms those monies will be refunded in full. Such refund normally takes a couple of weeks.

## **OPERATING PROCEDURES**

1. The Community Center is available for meetings between 8:00 a.m. and 9:30 p.m. Monday – Friday and from 8:00 a.m. and 10:00 p.m. Saturday and Sunday. Town Hall is staffed from 8:30 a.m. until 5:00 p.m. If you are using the Community Center after above mentioned normal business hours you are required to provide notification and further coordinate your activities with the Rolesville Parks and Recreation staff to ensure the building is secured and properly maintained. Failure to do so could result in loss of deposit funds. Use of the Community Center Rooms does not include any other portion of the building, hallways or lobby with the exception of the public restrooms. The lobby may be used only for registration purposes, using not more than two (2) tables so as to not block the doors.
2. A request for scheduling must be made by written application and submitted at least two (2) weeks prior to the date of use. (see Form A that is attached) All requests for scheduling will be made in person.
3. The appropriate rental fees and a deposit, if applicable, are required when applications are submitted for approval. Separate checks must be written for the fees and the deposit.
4. For a full refund of the fees and deposit, cancellation must be received at least 10 days prior to scheduled use.
5. Use of the facility does not obligate the Town to provide any equipment not currently assigned to designated areas. Furnishings may not be removed from this facility under any circumstances. Request for equipment must be made at the time of request of the facility. The use of decorations is strictly limited to table or easel arrangements. Any decorations must meet the approval of the Town Manager. Nothing shall be attached in any manner to any other surface. Audio-Visual equipment rental requires additional deposit fee.
6. Smoking inside any building is prohibited.
7. Groups or persons using facilities will accept responsibility to immediately clean their area after each meeting, according to the cleaning list provided (see Form B that is attached). Anyone who serves food or a catered meal is responsible for removing all associated trash from the premises.
8. With sufficient notice, as determined by the Town Manager, Town of Rolesville personnel will arrange chairs and tables between 8:30 a.m. and 3:00 p.m., Monday through Friday. A twenty dollar set up fee shall apply. No room set ups will be provided beyond noon on Fridays - groups should plan accordingly.
9. Use of the Community Center Rooms for night or week-end meetings by Town Boards or Commissions is permissible if arrangements are made in advance with the Rolesville Parks and Recreation Department.
10. Private or public dances or other similar social functions shall be allowed with prior approval.
11. Alcohol is allowed in limited quantities with prior approval from the Town Manager and a special alcohol permit through the Wake County ABC Board. An additional fee shall apply.
12. No charge shall be levied by the user against their participants except that amount necessary to cover cost incurred.
13. Parking in the rear of the building is prohibited except for official business, caterers etc.
14. No laboratory test can be done at any Health Fairs. Only Health information and displays can be used. Bloodmobile usage is allowed.
15. If the user does not conclude their function in a timely fashion (15 minutes past the time indicated on the Facility Use Application) applicable deductions will be made from the deposit at a rate of \$25.00 per 15 minutes.
16. Groups and individuals using the Community Center are responsible for their behavior and compliance with Town, County, State, and Federal Laws and Regulations. Failure to comply with any of the above mentioned Operating Procedures will result in the forfeiture of future usage of said facility.
17. Rental Fee Schedule:

Deposit:

\$100.00	Refundable if the building is properly cleaned by user following event or use, no damage to the facilities has occurred, all policies are complied with and no audio-visual equipment is used.
\$150.00	required deposit if audio visual equipment is used.

Rental Fees:

\$100.00	(Town residents) minimum - Includes Community Center rooms for first four (4) hours of use \$35.00 per hour thereafter
\$200.00	(non-residents) minimum - Includes Community Center rooms for first four (4) hours of use \$35.00 per hour thereafter
\$50.00*	per hour for Town residents or town employee
\$100.00*	per hour Non-residents
\$25.00	per hour for Town contracted Recreation Instructors

\*Community Center room(s) may be rented for one hour, however the above listed minimum charges shall apply

**TOWN OF ROLESVILLE**  
**RELEASE AND INDEMNITY AGREEMENT FOR FACILITY USE**  
**(PLEASE INCLUDE THIS WITH YOUR APPLICATION)**

WHEREAS, the undersigned has requested the use of equipment and/or facilities owned or operated by the Town of Rolesville, North Carolina, and do engage in activities for the exclusive benefit of the undersigned.

NOW, THEREFORE, In consideration of the mutual promises or other good and valuable consideration, the undersigned does hereby for himself/herself, his/her heirs, executor, employers, successors, of himself/herself or of his/her employees, administrators, and personal representatives, I/We/The (name of renter/event manager/organization/company official), \_\_\_\_\_ understand and agree to the following:

The Town shall not be liable for any damage to property or person by reason of the applicants use or occupancy of the Premises and the applicant agrees to save the Town harmless from and against all claims, suits, demands, actions, and the cost and expense thereof, including attorneys fees, arising out of any property damage or personal injury occurring as a result of applicant's use of the Premises. \*The applicant further specifically agrees that it will procure and keep in full force at its expenses, Commercial Liability Insurance in an amount not less than \$1,000,000.00 per occurrence, which policy or policies of insurance shall show the Town as an additional insured. Applicant will cause a certificate of insurance to be furnished to the Town evidencing such coverage and said policy shall provide that said insurance may not be cancelled without written notice to the Town at least thirty (30) days prior to any cancellation.

I/We/The (name of renter/event manager/organization /company official), \_\_\_\_\_ hereby declare that the terms of this Release and Indemnity Agreement have been fully read and understood by me, and freely and voluntarily entered into and accepted by me, and I hereby acknowledge that I have read and understand this agreement. This agreement shall be in full force and effect any time after the execution thereof.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*If applicant is renting as an individual, the commercial liability insurance is not required. It is understood that the individual's homeowner's policy may apply. Please consult with your insurance agent or carrier. This statement does not act as a waiver of any of the other conditions of paragraph 3 cited above. If the individual renter has an organization, commercial entity or other recognized entity providing any assistance or services then that entity or organization is required to carry commercial general liability insurance with the specified limits and is required to provide the Town of Rolesville with a certificate of insurance as noted above.

**TOWN OF ROLESVILLE  
COMMUNITY CENTER ROOMS  
SCHEDULE RESERVATION REQUEST FORM**

Return to:  
Town of Rolesville Manager  
PO Box 250  
Rolesville, NC 27571

(Please Print or Type Information)

Name of Department/Group/Organization\_\_\_\_\_

Name of Person Responsible\_\_\_\_\_

Mailing Address\_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Day and Date Requested\_\_\_\_\_

Requested time of use: From\_\_\_\_\_ (a.m.)/(p.m.) until \_\_\_\_\_(a.m.)/(p.m.)

Number of People in Group\_\_\_\_\_ Serving refreshments?\_\_\_\_\_ Serving Alcohol? \_\_\_\_\_

Purpose of Use (in detail)\_\_\_\_\_

\_\_\_\_\_

Need for pre-event preparations:

Using Audio/visual equipment? \_\_\_\_\_ Scheduled Date of Training \_\_\_\_\_

Room Set-Up (provide sketch plan) \_\_\_\_\_

*Rental Fee (if applicable): Amount \_\_\_\_\_ Date Paid \_\_\_\_\_*

*Deposit (if applicable): Amount \_\_\_\_\_ Date Paid \_\_\_\_\_*

I hereby certify that I am the authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have received and read a copy of the rules and regulations governing the use of the Town of Rolesville's Community Center and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_

~~~~~

Approved \_\_\_\_\_ Town Manager's signature \_\_\_\_\_

Denied \_\_\_\_\_ Town Manager's signature \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

**TOWN OF ROLESVILLE  
COMMUNITY CENTER ROOMS  
USER CLEANING CHECK LIST FORM**

The following items will be performed by the individual or groups that use the Community Center Meeting Rooms, Restrooms, Lobbies, etc. All cleaning will be performed before scheduled departure time. Failure to properly clean the facility following use will result in loss of deposit.

- ☐ Sweep all floors (required) and mop if needed
- ☐ Pick up and remove all paper and trash from the rooms utilized, grounds and parking areas. Trash is to be removed from the Community Center building.
- ☐ Clean restrooms (pick up paper, empty trash containers and flush all toilets).
- ☐ Clean tables.
- ☐ Return all furniture to proper place.
- ☐ Inform owner immediately of any stains or spots on walls and carpets.
- ☐ Return all cleaning materials to proper storage area (mops, mop buckets, broom, etc.).

**TOWN OF ROLESVILLE  
COMMUNITY CENTER ROOMS  
REPRESENTATIVE CLEANING CHECKLIST**

GROUP \_\_\_\_\_

GROUP REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_ TIME IN \_\_\_\_\_ TIME OUT \_\_\_\_\_

|    | OPEN  | CLOSE |                                                                               |
|----|-------|-------|-------------------------------------------------------------------------------|
| 1. | _____ | _____ | Floors swept (Main rooms, bathrooms foyers)                                   |
| 2. | _____ | _____ | Paper and trash picked up and removed (building, grounds & parking areas)     |
| 3. | _____ | _____ | Restrooms cleaned (sinks, picked up paper, and flushed all toilets)           |
| 4. | _____ | _____ | Furniture returned to proper place                                            |
| 5. | _____ | _____ | Spots & stains on wall and floors removed (kitchen, dining areas & restrooms) |
| 6. | _____ | _____ | Cleaning materials returned to storage (brooms, mops, mop buckets, etc.)      |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Town of Rolesville's Representative (signature) \_\_\_\_\_

Group Representative (signature) \_\_\_\_\_